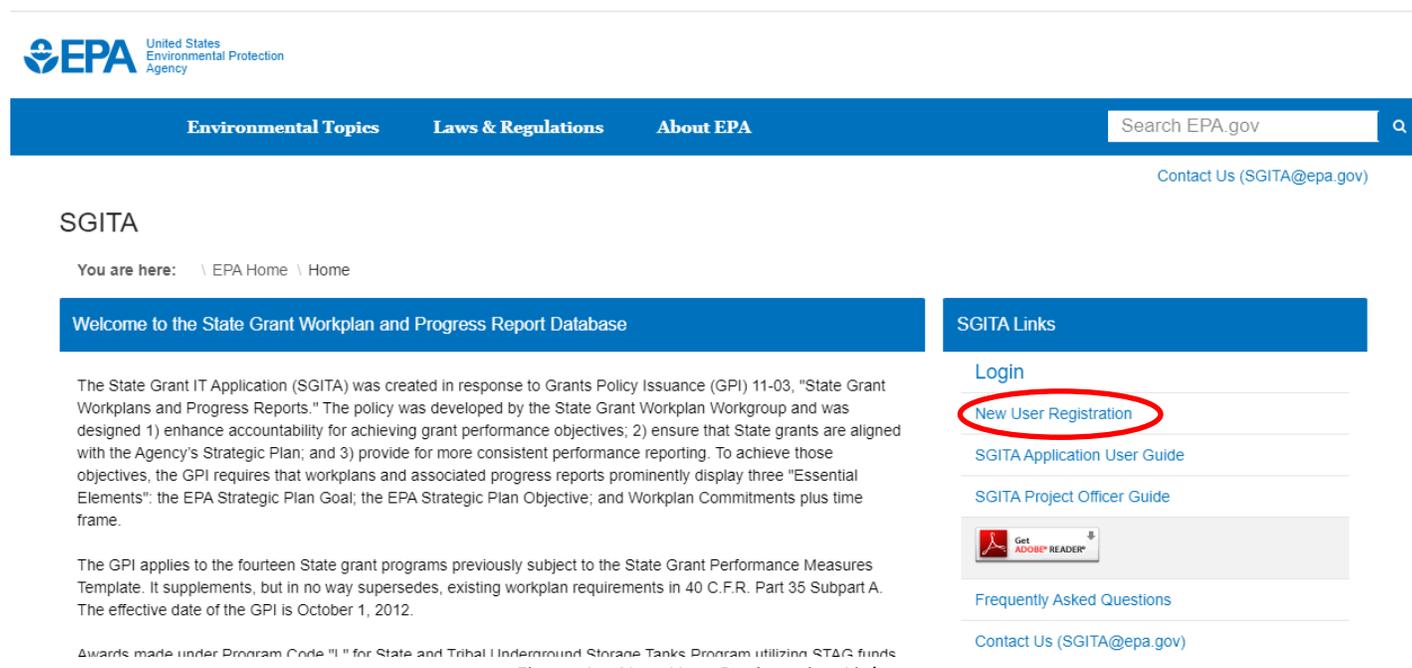


The State Grant Information Technology Application makes grant information accessible to EPA Personnel, OMB, and state agencies. Grant pages contain general information as well as electronic copies of workplans and progress reports. The information is searchable and editable (based on user role). The following document serves as a guide to basic functionality.

Registering

All users must register in order to use SGITA. To register, do the following:

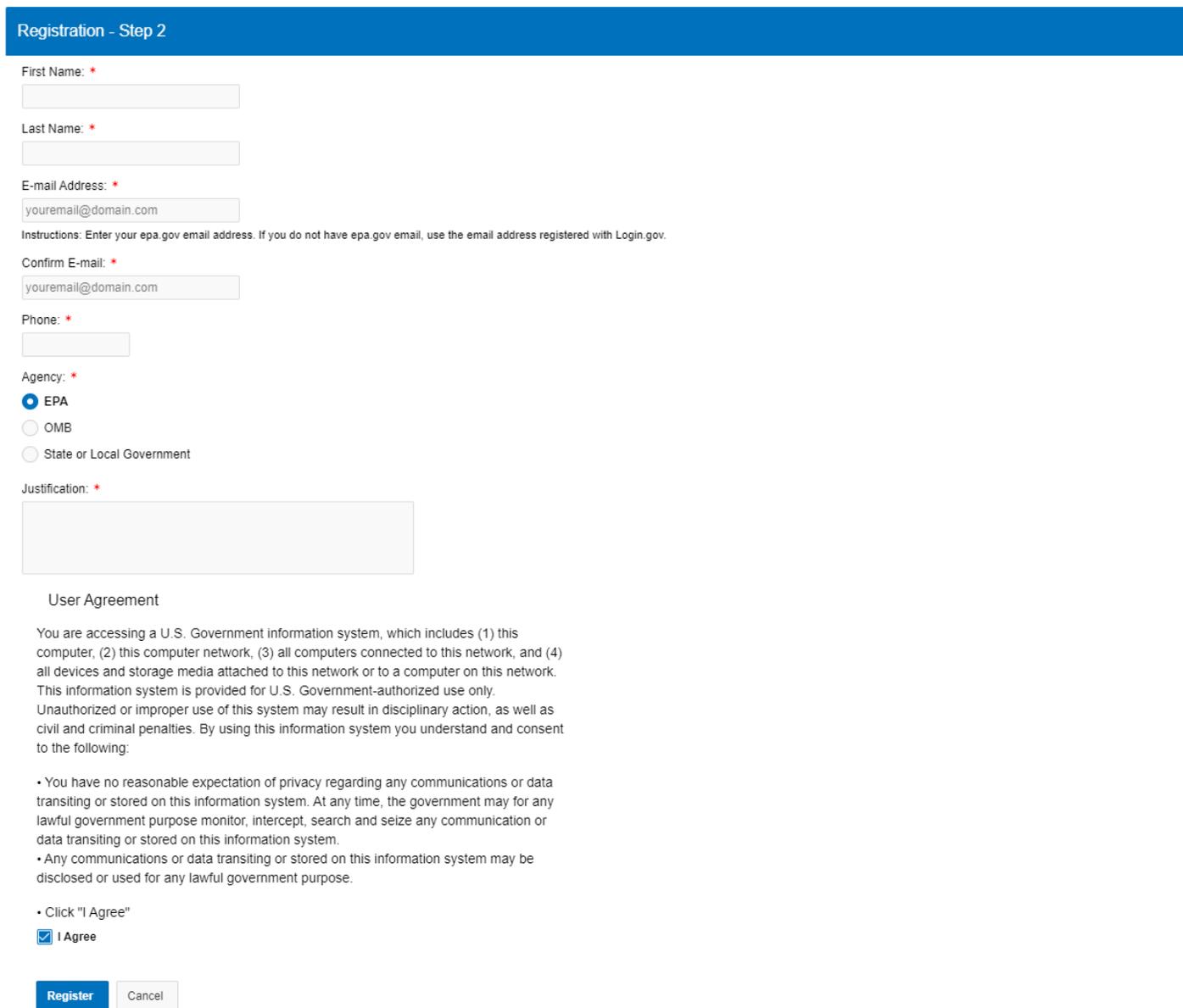
- 1) Go to: <https://sgita.epa.gov>
- 2) Click on the **New User Registration** link. (See Figure 1 below.)
- 3) Project Officers should already have an EPA PIV Card and will only need to register with SGITA.



The screenshot shows the EPA website's navigation bar with links for Environmental Topics, Laws & Regulations, and About EPA. A search bar is present on the right. Below the navigation bar, the page title is 'SGITA'. A breadcrumb trail indicates 'You are here: \ EPA Home \ Home'. The main content area is titled 'Welcome to the State Grant Workplan and Progress Report Database'. It contains text explaining the State Grant IT Application (SGITA) and its purpose. On the right side, there is a 'SGITA Links' section with a list of links: 'Login', 'New User Registration' (circled in red), 'SGITA Application User Guide', and 'SGITA Project Officer Guide'. Below this list is an Adobe Reader icon and links for 'Frequently Asked Questions' and 'Contact Us (SGITA@epa.gov)'.

Figure 1 – New User Registration Link

1) Complete the **New User Registration** form. (See Figure 2 below.) Then click **Register**.



The screenshot shows a registration form titled "Registration - Step 2". It includes fields for First Name, Last Name, E-mail Address, Confirm E-mail, Phone, Agency (with radio buttons for EPA, OMB, and State or Local Government), and a large text area for Justification. Below the form is a "User Agreement" section with a "Register" button and a "Cancel" button.

Registration - Step 2

First Name: *

Last Name: *

E-mail Address: *

Instructions: Enter your epa.gov email address. If you do not have epa.gov email, use the email address registered with Login.gov.

Confirm E-mail: *

Phone: *

Agency: *
 EPA
 OMB
 State or Local Government

Justification: *

User Agreement

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

• Click "I Agree"

I Agree

Figure 2 – SGITA Registration Page

NOTE: “Justification” should be the reason you need access to the SGITA db.

2) Once your registration is approved, you will receive a confirmation email and you will have access to SGITA based on your role.

Managing Grants

To access the SGITA database, click **Login**. (See Figure 3 below.) The **Select a Login Method** page will open. EPA users may choose to login with PIV Card. Alternately, select **Login.gov** and login with email address and multi-factor authentication. EPA Users who are already logged into an EPA computer with a PIV Card may be logged into SGITA automatically.

The screenshot shows the 'Welcome to the State Grant Workplan and Progress Report Database' page. On the right side, under the 'SGITA Links' header, the 'Login' link is circled in red. Other links include 'New User Registration', 'SGITA Application User Guide', 'SGITA Project Officer Guide', 'Frequently Asked Questions', and 'Contact Us (SGITA@epa.gov)'. A small Adobe Reader icon is also visible.

Figure 3 – Login Link

Once you have logged in, you will be able to view the SGITA database. SGITA contains grant information. Users can search for and view grant information. Editing information is limited to the Project Officer that is assigned to the grant.

When you log into SGITA, you will be taken to the view showing only the grants you manage.

The screenshot shows the 'EPA View' search interface. The 'Project Officer' dropdown menu is circled in red and contains the name 'DONNETT PATTERSON'. Below the search filters is a 'Data Elements View' table with a 'Download' button.

Grant Number	Applicant Name	State	AAShip/Region	Project Officer	Grant Program	Media	Strategic Goal	Strategic Objective	Project Period Start Date	Project Period End Date	Project Title	Closeout Date
99638922	TX DSHHealth - Texas Department of State Health Services	TX	Region 6	DONNETT PATTERSON	A	Air	-	-	10/01/2021	09/30/2022	TDSHS FY22 NESHAP Asbestos Program	

Figure 4 – SGITA Search Page

SGITA will display the search results below the filters.

Data Elements View												
Download												
Grant Number	Applicant Name	State	AA Ship/Region	Project Officer	Grant Program	Media	Strategic Goal	Strategic Objective	Project Period Start Date	Project Period End Date	Project Title	Closeout Date
00030613	IDWR - ID Dept of Water Resources	ID	Region 10	EVAN OSBORNE	G	Water	1 - Core Mission	1.2 - Provide for Clean and Safe Water	07/01/2019	11/30/2021	Underground Injection Control	
00030614	IDWR - ID Dept of Water Resources	ID	Region 10	EVAN OSBORNE	G	Water	-	-	07/01/2021	06/30/2023	Underground Injection Control Grant - Idaho Department of Water Resources 2021-2023	
00031220	OHA - Oregon Health Authority	OR	Region 10	NEVERLEY WAKE	F	Water	1 - Core Mission	1.2 - Provide for Clean and Safe Water	10/01/2019	03/30/2022	State Public Water System Supervision	

Figure 5 – Search Results

View Grant Information

Click on the Grant Number to view the information for the specific grant on the Data Record page for that grant.

Data Record Page

Grant Program: **G**
 Grant Number: **00030613**
 Applicant Name: **IDWR - ID Dept of Water Resources**
 State: **ID**
 AA Ship/Region: **10**
 Media: **Water**
 Project Officer: **EVAN OSBORNE**
 Essential Element I - Strategic Goal: **1 - Core Mission**
 Essential Element I - Strategic Objective: **1.2 - Provide for Clean and Safe Water**
 Project Period Start Date: **07/01/2019**
 Project Period End Date: **11/30/2021**
 Project Title: **Underground Injection Control**
 Closeout Date:

Back to Search

Workplans Add Workplan

Progress Reports Add Progress Report

No Workplans

No Progress Reports

Figure 6 – Data Record Page

SGITA pulls grant information from the OGD Grants Datamart, which originates from NGGS. Project Officers can upload workplans and progress reports to their related grants. Additional grant information must be updated in NGGS. SGITA refreshes changes from NGGS overnight. Changes made in NGGS are not reflected immediately.

Click the **Add Workplan** or **Add Progress Report** button to open a pop-up window.



Figure 7 – Add Workplan/Progress Report dialog

To select the file to upload, drag and drop a file in the pop-up window or click the **Choose File** field to open a file explorer dialog. The document name will show in the **Attachment** field. Enter the title of the document in the **Attachment Title** field and click the **Attach File** button.

Once the file is attached, the file will be visible in the corresponding section. Click the filename to download a file. Click the **Edit** icon to open a popup window and change the attachment title. Click the **Delete (X)** icon to delete one document.

Workplans					Add Workplan	
Attachment Title	Filename	Size	Date ↓	Edit	Delete	
April 2022 Workplan	My Workplan.pdf	0.0KB	04/15/2022 03:47:46PM			

Figure 8 - List of uploaded documents

Search for Grant Information

Using the search filters, select the parameters of your search. Then click the **Search** button.

EPA View

To select multiple items in the Grant Program or Applicant Name box, hold the Ctrl button on your keyboard and then click selections in those boxes.

Filter Items:

<p>Grant Program</p> <div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> All Programs A - Air Pollution Control Program Support BG - Performance Partnership Grants C9 - Nonpoint Source Implementation Program CU - Beach Monitoring and Notification Program Implementation G D - Hazardous Waste Management State Program E - Consolidated Pesticide Enforcement Cooperative Agreements F - State Public Water System Supervision G - State Underground Water Source Protection (UIC) I - WPC State and Interstate Program Support (Section 106) K - Toxic Substances Compliance Monitoring Cooperative Agreements K1 - State Indoor Radon Grants K3 - PCB State Enhancement Grant Program L - STATE and TRIBAL Underground Storage Tanks Program PB - State Lead Grants RP - State and Tribal Response Program Grants </div>	<p>Grant Number (8 digits)</p> <input type="text"/>	<p>Status</p> <div style="border: 1px solid #ccc; padding: 2px;"> -- Select Status -- </div>
	<p>Project Officer</p> <div style="border: 1px solid #ccc; padding: 2px;"> --All Project Officers-- </div>	<p>Goal</p> <div style="border: 1px solid #ccc; padding: 2px;"> --Select Goal -- </div>
	<p>AAShip/Regions</p> <div style="border: 1px solid #ccc; padding: 2px;"> --Select AAShip/Region-- </div>	<p>Objective (select Goal first)</p> <div style="border: 1px solid #ccc; padding: 2px;"> -- Select Objective -- </div>
	<p>State</p> <div style="border: 1px solid #ccc; padding: 2px;"> --Select State-- </div>	<p>Applicant Name</p> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> All Applicants AA CO - Anne Arundel Co AADA - African American Development Assn. AACHD - Allegheny County Health Department ADA - AZ Dept of Agriculture </div>

Search

Clear Filters

Data Elements View

Download

Grant Number	Applicant Name	State	AAShip/Region	Project Officer	Grant Program	Media	Strategic Goal	Strategic Objective	Project Period Start Date	Project Period End Date	Project Title	Closeout Date
00001201	OR DEPT. OF ENVIRON. QUALITY	OR			A	N	-	-	07/01/1972	06/30/1973		06/30/1973

Figure 9 - SGITA Search Page

SGITA will display the results below the filters.

Data Elements View

Download

Grant Number	Applicant Name	State	AAShip/Region	Project Officer	Grant Program	Media	Strategic Goal	Strategic Objective	Project Period Start Date	Project Period End Date	Project Title	Closeout Date
00030613	IDWR - ID Dept of Water Resources	ID	Region 10	EVAN OSBORNE	G	Water	1 - Core Mission	1.2 - Provide for Clean and Safe Water	07/01/2019	11/30/2021	Underground Injection Control	
00030614	IDWR - ID Dept of Water Resources	ID	Region 10	EVAN OSBORNE	G	Water	-	-	07/01/2021	06/30/2023	Underground Injection Control Grant - Idaho Department of Water Resources 2021-2023	
00031220	OHA - Oregon Health Authority	OR	Region 10	NEVERLEY WAKE	F	Water	1 - Core Mission	1.2 - Provide for Clean and Safe Water	10/01/2019	03/30/2022	State Public Water System Supervision	

Figure 10 – Search Results

View Grant Information

Click on the Grant Number to view the information for the specific grant on the Data Record page for that grant.

Data Record Page

Grant Program: **G**
 Grant Number: **00030613**
 Applicant Name: **IDWR - ID Dept of Water Resources**
 State: **ID**
 AAShip/Region: **10**
 Media: **Water**
 Project Officer: **EVAN OSBORNE**
 Essential Element I - Strategic Goal: **1 - Core Mission**
 Essential Element I - Strategic Objective: **1.2 - Provide for Clean and Safe Water**
 Project Period Start Date: **07/01/2019**
 Project Period End Date: **11/30/2021**
 Project Title: **Underground Injection Control**
 Closeout Date:

[Back to Search](#)

Workplans Add Workplan

Progress Reports Add Progress Report

No Workplans

No Progress Reports

Figure 11 – Data Record Page

If you have access rights for the grant, you will be able to add or delete **Workplans** or **Progress Reports** for the grant. (See [Managing Grants](#).) Grant Program C9 does not require documents to be uploaded in SGITA, so the **Data Record** page for a C9 grant includes a link to GRTS instead of **Workplans** and **Progress Reports** panels.

Export Search Results

Click the Download button export search results to Excel or PDF format.

Data Elements View

Download

Grant Number	Applicant Name	State	AAShip/Region	Project Officer	Grant Program	Media	Strategic Goal	Strategic Objective	Project Period Start Date	Project Period End Date	Project Title	Closeout Date
00030613	IDWR - ID Dept of Water Resources	ID	Region 10	EVAN OSBORNE	G	Water	1 - Core Mission	1.2 - Provide for Clean and Safe Water	07/01/2019	11/30/2021	Underground Injection Control	
00030614	IDWR - ID Dept of Water Resources	ID	Region 10	EVAN OSBORNE	G	Water	-	-	07/01/2021	06/30/2023	Underground Injection Control Grant - Idaho Department of Water Resources 2021-2023	

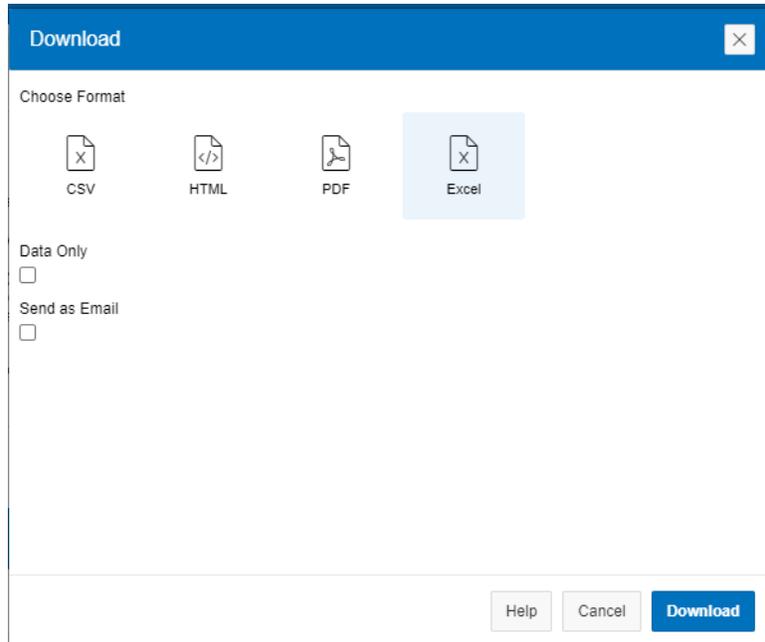


Figure 12 – Download Search Results

Questions?

If you have questions or need assistance with SGITA, send an email with the details to SGITA@epa.gov.

Frequently Asked Questions

1. Why is my grant missing from SGITA?

SGITA includes only these grant programs:

- A - Air Pollution Control Program Support
- BG - Performance Partnership Grants
- C9 - Nonpoint Source Implementation Program
- CU - Beach Monitoring and Notification Program Implementation Grants
- D - Hazardous Waste Management State Program
- E - Consolidated Pesticide Enforcement Cooperative Agreements
- F - State Public Water System Supervision
- G - State Underground Water Source Protection (UIC)
- I - WPC State and Interstate Program Support (Section 106)
- K - Toxic Substances Compliance Monitoring Cooperative Agreements
- K1 - State Indoor Radon Grants
- K3 - PCB State Enhancement Grant Program
- PB - State Lead Grants
- RP - State and Tribal Response Program Grants

Program Code "L" for State and Tribal Underground Storage Tanks Program is no longer required to submit workplans and progress reports to SGITA as it is not an applicable program under GPI 11-03.

SGITA does not include Tribal grants.

If you are a State or Local government employee, you may access grants for your office only. Rarely, special requests are granted to allow you to view all grants in your State. If you believe you should be able to view additional grants, please contact us at SGITA@epa.gov.

2. Why are State and Tribal Underground Storage Tanks grants missing from SGITA?

Program Code "L" for State and Tribal Underground Storage Tanks Program is no longer required to submit workplans and progress reports to SGITA as it is not an applicable program under GPI 11-03.

3. How do I register for SGITA?

Please follow the instructions on the [New User Registration](#) form. If you are an EPA employee, skip directly to Step 2.

4. What is my Username and Password?

EPA employees and contractors: Login with PIV card or Login.gov account registered with your EPA email address. You still must register to access SGITA.

OPM, State and Local government employees: Login with Login.gov with your email address and multi-factor authentication. You will receive SGITA permissions within 1-3 business days of submitting a registration request.

5. Why can't I upload a workplan or progress report?

Only the project officer assigned to a grant may upload documents. If the project officer is on leave of absence, the grant may be reassigned to a different project officer in IGMS. The updated project officer will appear in SGITA the next day.

If you are listed as project officer on the grant, you should be able to upload documents. From the **State Grants Search** screen, click the grant number. On the Workplan and Progress Reports page, you should have Add and Delete buttons. If the Add and Delete buttons are missing, fill in the Contact Us form at <https://sgita.epa.gov/ords/sgita/f?p=SGITA:SEARCH>.

The **Add** button opens a new popup window. Make sure your browser allow popups. There may be a warning message in your browser asking whether you want to allow popups for this site.

The **Add Workplan / Add Progress Report** popup window may be hidden behind your main browser window.

Large files may take a long time to upload from the **Add Workplan / Add Progress Report** popup window. Wait patiently for the file to complete uploading, especially from a remote location. When the upload is finished, the message "New file has been added successfully" will appear at the top of the popup window.

The list of uploaded files will refresh after you close the **Add Workplan / Add Progress Report** popup window.

6. What types of documents may I upload?

Common document files are acceptable, with these file extensions: *.pdf*, *.doc*, *.docx*, *.txt*, *.htm*, *.html*, *.xls*, and *.xlsx*. Zip files and executable files are not acceptable.

7. Is there a limit to the number of files that can be uploaded?

No. You may upload as many documents as you want. Previously, SGITA showed only the first 15 files uploaded. That limitation has been fixed.

8. Why do I receive an "IGMS - SGITA Quarterly Reporting Notification" email for a grant without a quarterly reporting requirement?

The "IGMS/NGGS - SGITA Quarterly Reporting Notification" email is generated by NGGS, not by SGITA. Some grants do not require quarterly reporting, but the project officer receives this email anyway. Entry of the progress reports is only required based on the terms and conditions of the award.

9. How do I contact the SGITA support team?

Fill in the **Contact Us** form at <https://sgita.epa.gov/ords/sgita/f?p=SGITA:SEARCH>, or email us at SGITA@epa.gov.